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**2007-08 E-Grant Application Process
Regional Training for Local State and Federal Grant Management Staff
Presented by the Office of Public Instruction**

Workshop space is limited so preregistration is required by April 5, 2007

**Havre, Tuesday, April 17 8:30 a.m. – 2:30 p.m.
Site: The Duck Inn, 1300 First Street (Capacity: 75)**

**Helena, Wednesday, April 18 8:30 a.m. – 2:30 p.m.
Site: Red Lion Colonial Hotel, 2301 Colonia Dr.
Room: The Capitol (Capacity: 150)**

**Missoula, Thursday, April 19 8:30 a.m. – 2:30 p.m.
Site: Ruby's Inn & Convention Center, 4825 North Reserve
Room: The Rattlesnake (Capacity: 65)**

**Sidney, Monday, April 23 8:00 a.m. – 1:30 p.m.
Site: Lone Tree Inn, 900 South Central Avenue (Capacity: 20)**

**Billings, Tuesday, April 24 8:30 a.m. – 2:30 p.m.
Site: Shrine Auditorium, 1125 Broawater Ave. (Capacity: 100)**

Agenda

Sign-in and Get Seated

Welcome and Introductions

OPI Business Process Change Introduction and Information:

Planning Integration – Step 1

Budget/Fiscal

Program

Using E-Grant System Overview and Navigation

E-Grants Basics

System Access, Security, Navigation, Control Types, Common Elements, etc.

E-Grant Web Pages

LOGON Page, Main Menu Page, District Select Page (OPI),

Application Select Page, Overview Page, NCLB Consolidated

Pages, IDEA Pages, Perkins Pages, Program Specific Pages,
Budget Pages, etc.

Break

Using E-Grants System Overview and Navigation (Continued)

Completing the Application

Assurances (Common and Program Specific), Consistency Check,
Submission, History, Review Summary, Other OPI System

Overview of E-Grants Workflow and OPI

Application Review Process

Overview of LEA Payments Pages

Getting Assistance

E-Grants Support

Lunch (on your own)

Question and Answer Session via Conference Call with OPI staff not present

Session Wrap-Up

Getting Assistance

Future Plans, Improving Training

Contact Information

You will receive confirmation of preregistration by e-mail.

For contact information or questions please e-mail Cathy Kendall by telephone at
(406) 444-0829 or by e-mail at cakendall@mt.gov.